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MEMORANDUM

TO: Dennis Goodenow, Manager
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Debbie Popejoy, Manager
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Curtis Schreiber, Manager
Air Monitoring-South

FROM: Reggie Smith, Manager
Operations Support Section

DATE: November 8, 2002

SUBJECT: AQSB AMBIENT AIR MONITORING STANDARD OPERATION
PROCEDURES (SOP'S)

The Operations Support Section (OSS) of the Air Quality Surveillance Branch (AQSB) has assumed responsibility for maintaining ambient air monitoring Standard Operating Procedures (SOP's) listed in Volume II of the Quality Assurance Manual. The purpose of the transfer of duties was to allow AQSB more flexibility and control over the SOP process.

After review of current SOP's, staff determined that several procedures were no longer used by ARB, several analyzers were being operated without documented SOP's and there was a need to develop SOP's for newer instrumentation. To address these issues, OSS is implementing the following:

NEW SOP FORMAT

All SOP's for new equipment will conform to a new AQSB SOP format (see attachment). This new format is designed to provide operators with a systematic approach to installation, configuration, calibration and maintenance of air monitoring instrumentation. Absent from the new SOP format will be the procedures for acceptance testing.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

Acceptance testing information will be described in a separate AQSB Acceptance Test Procedure (ATP).

NEW SOP NUMBERING SCHEME

To better categorize instrumentation, OSS has developed a new numbering scheme. All instruments are categorized by parameter/pollutant the instrument measures (see Table 1.) Also, SOP's will now be designated as AQSB SOP or ATP ###, where ### corresponds to the SOP number. In addition, any forms associated with a specific instrument (ie. Calibration forms, field maintenance forms, acceptance test forms) must be designated as AQSB (*TYPE of Form*) Form ###.

TABLE 1

SOP Series Number	Sampler/Analyzers/Equipment
0-99	Ozone Instruments
100-199	Nitrogen Instruments
200-299	Carbon Instruments
300-399	Sulfur Instruments
400-499	Particulate Matter Instruments
500-599	Meteorological Instruments
600-699	Data Acquisition/Data Transfer
700-799	Calibration Equipment
800-899	Toxics

CURRENT SOP's

All current SOP's will be reviewed and updated to the new AQSB format. SOP's no longer applicable to the ARB will be archived in their current format.

DRAFTING NEW OR UPDATED SOP's

The following outlines the process for drafting new or updating existing SOP's. This process is designed to ensure that document control is maintained.

1. AQSB staff member (SOP author) is given assignment to draft a new SOP or update an existing procedure.
2. Author obtains a copy of SOP "Boiler Plate" from AQSB website site and contacts OSS manager to obtain the SOP designation number.
3. The author begins writing the draft SOP. The draft SOP must be written in MS Word and should be titled "**AQSB SOP ### (Instrument name)**". As the SOP is being

drafted the draft copy should be stored on the **R:\SOP's in Progress** folder. When the draft is complete. The author and their supervisor then circulates draft procedure to other AQSB managers and the Program Evaluation and Standards Section with a request for review and comments. Once comments are made by AQSB staff and changes implemented, the draft SOP is forwarded to OSS manager for OSS adoption. OSS manager will forward the document to the AQSB secretary for formatting.

4. After SOP is properly formatted, the document is returned to original author for a final review. If no further changes are required, the SOP is deemed to be final.
5. The final SOP (Word format) is sent to the AQSB secretary. The "DRAFT" is removed from the document and it is converted to Adobe (PDF) format. The AQSB secretary archives the MS Word file on S:\aqsbdoc\sops\msword.
6. The final (PDF) formatted SOP is then forwarded to the OSS manager and AQSB Branch Chief for approval.
7. Once approved by the OSS manager and AQSB Branch Chief, the signed hardcopy (PDF) SOP is archived by the branch secretary and an electronic copy of the PDF SOP is archived to S:\aqsbdocs\sops. This directory feeds into the AQSB website. The AQSB secretary will update the doclist.txt file and notify the AQSB webserver administrator.

The AQSB website is the main distribution point for all SOP's. As new or updated procedures are posted, OSS manager will notify ARB staff and District points of contact via e-mail. Signed hardcopies of the SOP's displayed on the web, will be maintained by the Branch secretary.

As a reminder, the AQSB website (<http://146.114.111.207/indexforms.php>) should be the first place for you and your staff to look for the most current SOP's, ATP's, calibration data sheets, instrument specifications and field data sheets.

Attachments

cc: Bill Loscutoff
Ken Stroud
Jeff Cook
Mike Miguel
Cliff Popejoy